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MEDICARE -
COORDINATION
OF BENEFITS

Section 111 COB Secure Website Account Designee Maintenance

Version 6.0, 3/31/2013
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Slide notes

Welcome to the Section 111 Coordination of Benefits Secure Web Site (COBSW) Account Designee Maintenance course.

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Disclaimer

While all information in this document is believed to be correct at the time of writing, this CBT is for educational purposes only and does not constitute official CMS instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found at the following link:
<http://www.cms.gov/MandatoryInsRep>.

Slide notes

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Course Overview

- Add/Delete Account Designee
- Add Existing User as Account Designee
- Edit Account Designee Information
- Regenerate Invitation E-mail



Slide notes

To assist with Responsible Reporting Entity (RRE) account management and data file processing, the Account Manager may designate one or more Account Designees to an RRE.

This course will cover the following Designee Maintenance functions that the Account Manager can perform for the RRE:

Add/delete an Account Designee, add an existing user as an Account Designee, edit Account Designee information, and regenerate the invitation E-mail.

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Add an Account Designee

- Account Manager may designate Account Designees
 - Assist Account Manager with reporting process



Slide notes

At the RRE's discretion, the Account Manager may designate other individuals to register as users of the Section 111 COBSW associated with the RRE's account known as Account Designees.

These individuals assist the Account Manager with the reporting process.

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Add an Account Designee

- Account Manager logs into Section 111 COBSW
- Enter Account Designee E-mail address

**Slide notes**

To add an Account Designee, the Account Manager must first log into the Section 111 COBSW.

Once they have successfully logged in, they can invite an individual to become an Account Designee for an RRE ID.

The Account Manager will be prompted to enter and re-enter the E-mail address for the person they are inviting.

The system will check to see if the entered E-mail address is for a new user.

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Add an Account Designee

- Account Manager enters
 - Full Name
 - Pass Phrase
 - Short case-sensitive phrase
 - Word(s) up to 30 characters
 - Must be conveyed to Account Designee verbally
- Account Designee
 - Receives invitation E-mail and follows link
 - Enters Pass Phrase
 - Do not share

Slide notes

The Account Manager will need to enter the invited Account Designee's first name, last name, and create a Pass Phrase.

The Pass Phrase should be a short case-sensitive phrase, of the Account Manager's creation, that is a word or words up to 30 characters.

Be careful to remember the exact wording because the Account Designee must enter the same text to complete a successful registration.

After the Account Manager completes the invitation process, he/she will need to contact the Account Designee and provide him/her with this secret code verbally and outside the system.

It will not be sent to the Account Designee in his/her invitation E-mail.


The Account Designee will receive an invitation E-mail to register for the site.

He/she should follow the link and enter the Pass Phrase exactly as the Account Manager did.


This will make sure that only the people invited will have access to the account.

Do not share this Pass Phrase with anyone else.

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Section 111 Mandatory Reporting



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RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.


To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID:

4 items found, displaying all items: 1

RRE ID	Name	Status	Submsn Period	Reporting Option	Actions
36167	Aetna Hlth Inc WA Corp	Setup	0	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36169	Vision Services Plan Inc OK	Setup	3	Expanded	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36184	Testing Company	PROD	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36188	Acme 1	Setup	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>

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Slide notes

Log into the Section 111 COBSW.

The RRE Listing page displays.

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Section 111
Mandatory Reporting



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36188	Acme 1	Setup	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>

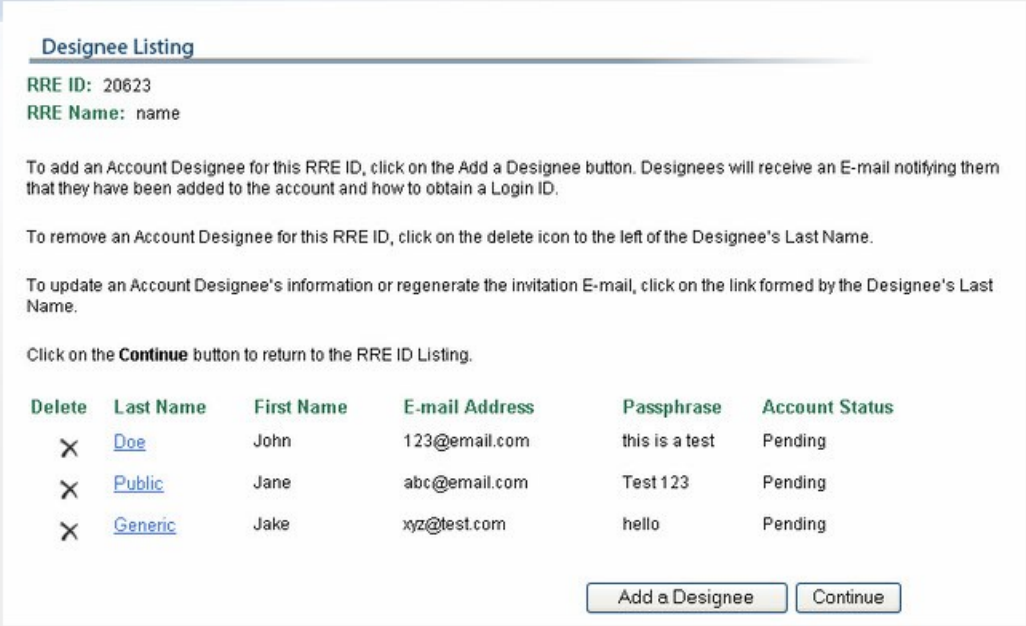
 SECURE AREA

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Slide notes

For the desired RRE ID, select Designee Maintenance from the Action drop down box, then click Go.

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Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page for the selected RRE ID displays.

This lists all Account Designees associated with the RRE ID as well as the status of each account (Pending, Active, Locked, Expired, Revoked).

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Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

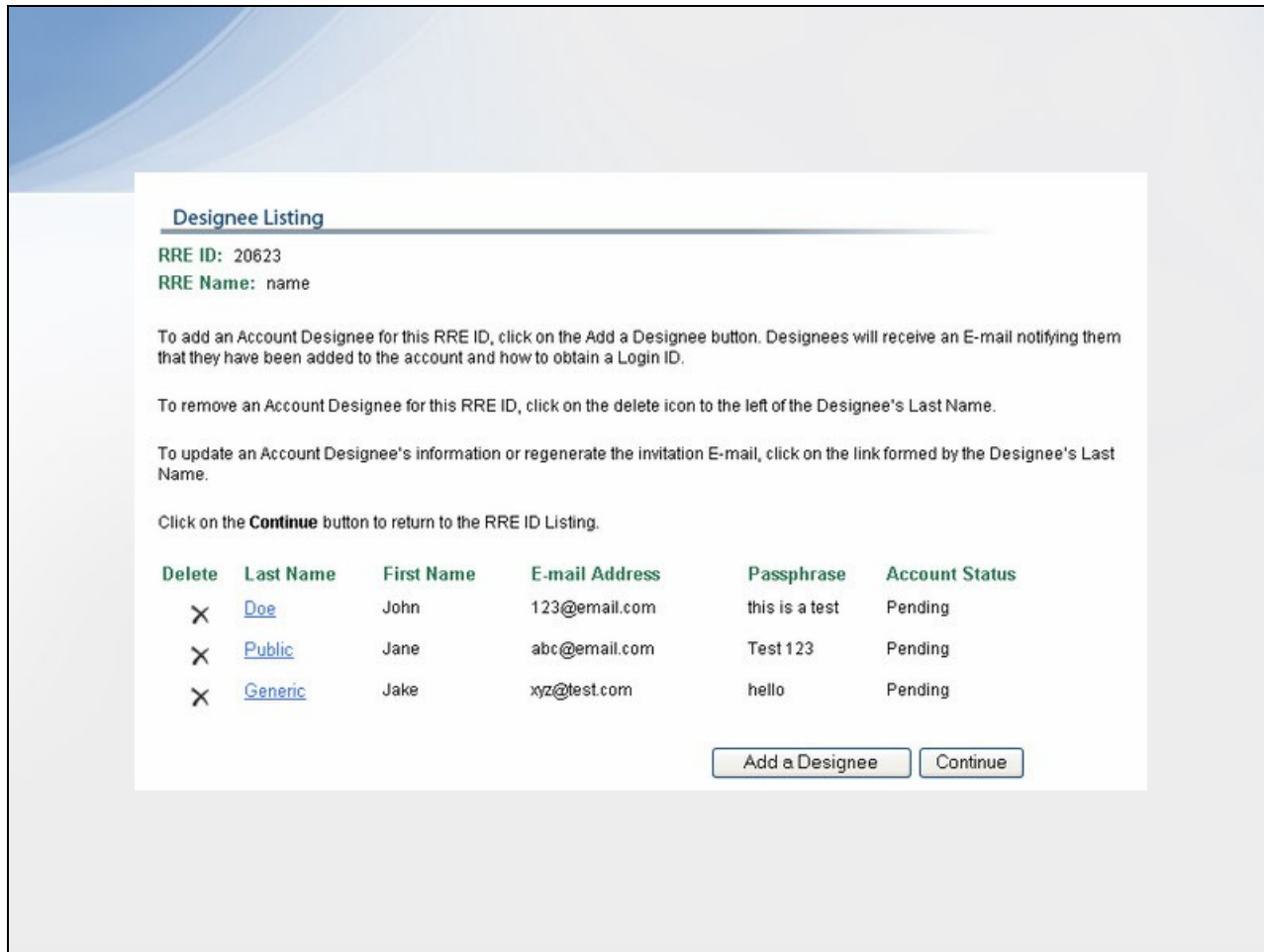
Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Add a DesigneeContinue

Slide notes

To return to the RRE Listing page without making any changes, click the Continue button.

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Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

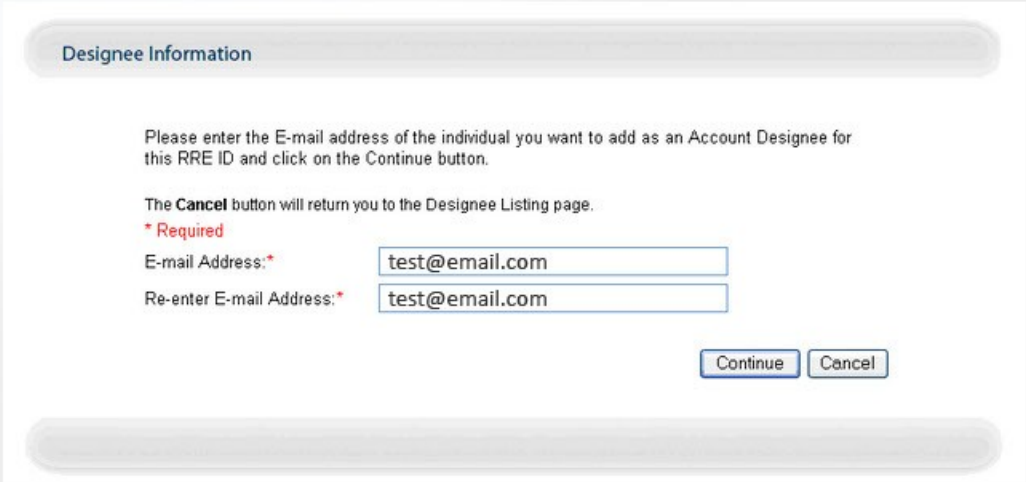
Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

To add an Account Designee, click the Add a Designee button under the Account Designee List.

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Designee Information

Please enter the E-mail address of the individual you want to add as an Account Designee for this RRE ID and click on the Continue button.

The **Cancel** button will return you to the Designee Listing page.

* Required

E-mail Address:*

Re-enter E-mail Address:*

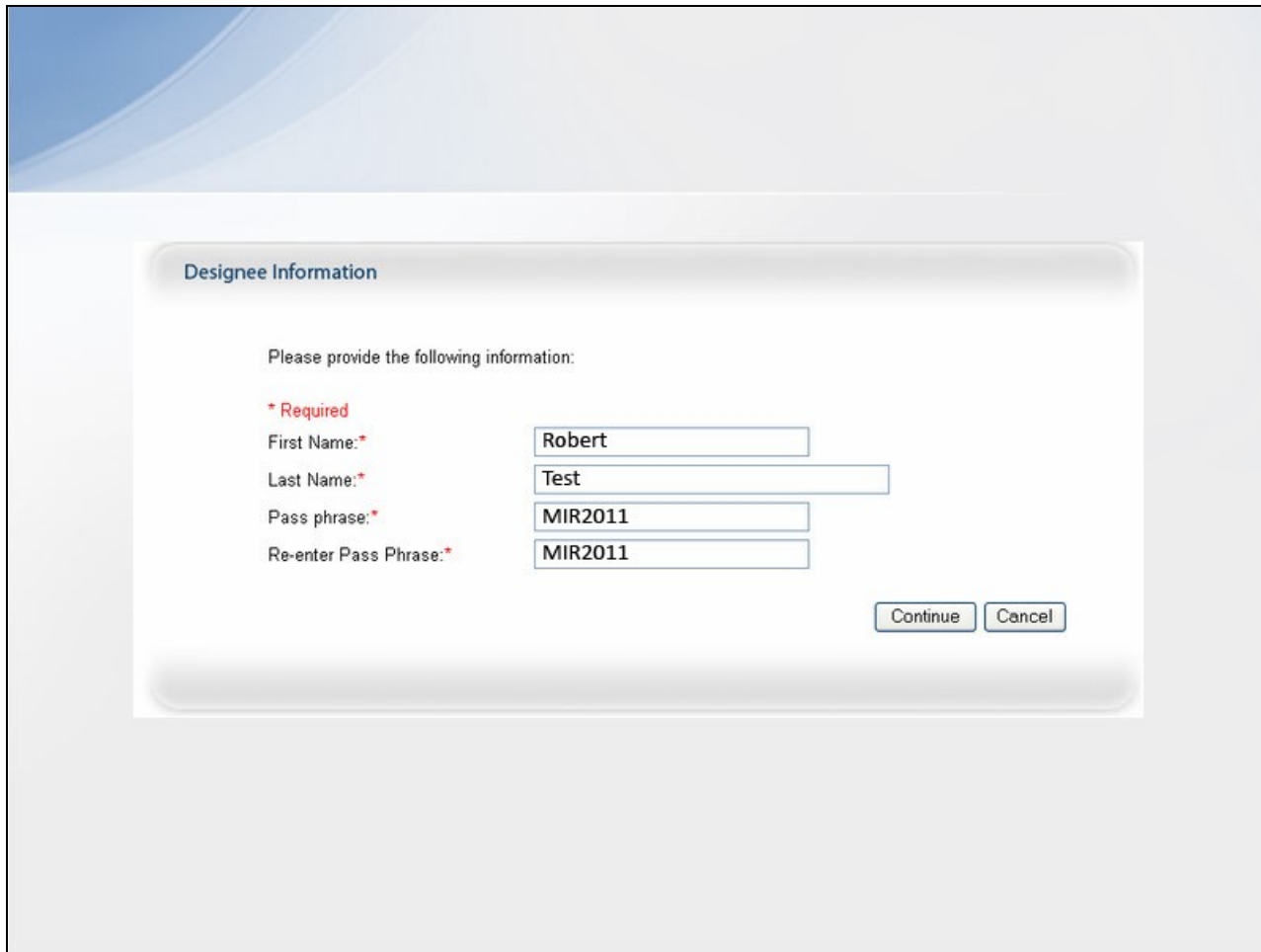
Slide notes

The Designee Information page displays.

Enter and re-enter the E-mail address of the Account Designee you wish to invite and click Continue.

The system then verifies that the entered E-mail address is not in the database for an existing user.

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The screenshot shows a web form titled "Designee Information" with a light blue header and a white body. The form contains the following elements:

- Designee Information** (Section Header)
- Please provide the following information:
- * Required** (Red text indicating required fields)
- First Name:*** (Label) with a text input field containing "Robert"
- Last Name:*** (Label) with a text input field containing "Test"
- Pass phrase:*** (Label) with a text input field containing "MIR2011"
- Re-enter Pass Phrase:*** (Label) with a text input field containing "MIR2011"
- Continue** (Button)
- Cancel** (Button)

Slide notes

If the entered E-mail address has not been found in the database, the Account Designee Information page displays.

Enter the Account Designee's First Name, Last Name, Pass Phrase, re-enter the Pass Phrase and then click Continue.

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Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Test	Robert	test@email.com	MIR2008	Pending
X	Generic	Dana	test@email.com	MIR2008	Active

Slide notes

This re-displays the Designee Listing page.

The newly added Account Designee will be listed with a Pending status.

The invitation E-mail will be sent to the Account Designee.

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Add Existing User as Account Designee

- Account Designee cannot be
 - Registered as an Authorized Representative for any RRE ID
 - Account Manager for same RRE ID
- Can be Account Designee for multiple RRE IDs

Slide notes

An existing, registered user can be an Account Designee for an RRE ID as long as he/she is not already registered as an Authorized Representative for any RRE ID or the Account Manager for the same RRE ID.

These individuals assist the Account Manager with the reporting process.

If the E-mail address is found in the system, the Account Manager must add the existing user as an Account Designee for a different RRE ID.

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The screenshot shows the CMS Section 111 Mandatory Reporting interface. At the top, there's a header with the CMS logo and the title 'Section 111 Mandatory Reporting'. Below this is a navigation bar with links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. A secondary bar contains 'Home' and 'Log off'. The main content area is titled 'RRE Listing' and includes instructions on how to use the page, a search bar, and a table of 4 items. On the right, there's a 'QUICK HELP' section with links to 'Help About This Page', 'Submission Periods', 'Print this page', and 'I'd like to...' with links to 'Manage Personal Information', 'Change Password', and 'Log off'. A footer bar contains 'Privacy Policy | User Agreement'.

Section 111 Mandatory Reporting

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID:

4 items found, displaying all items: 1

RRE ID	Name	Status	Submsn Period	Reporting Option	Actions
36167	Aetna Hlth Inc WA Corp	Setup	0	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36169	Vision Services Plan Inc OK	Setup	3	Expanded	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36184	Tesing Company	PROD	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36188	Acme 1	Setup	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>

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Slide notes

From the RRE Listing page, select Designee Maintenance from the Actions drop down box for the desired RRE ID, then click Go.

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Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

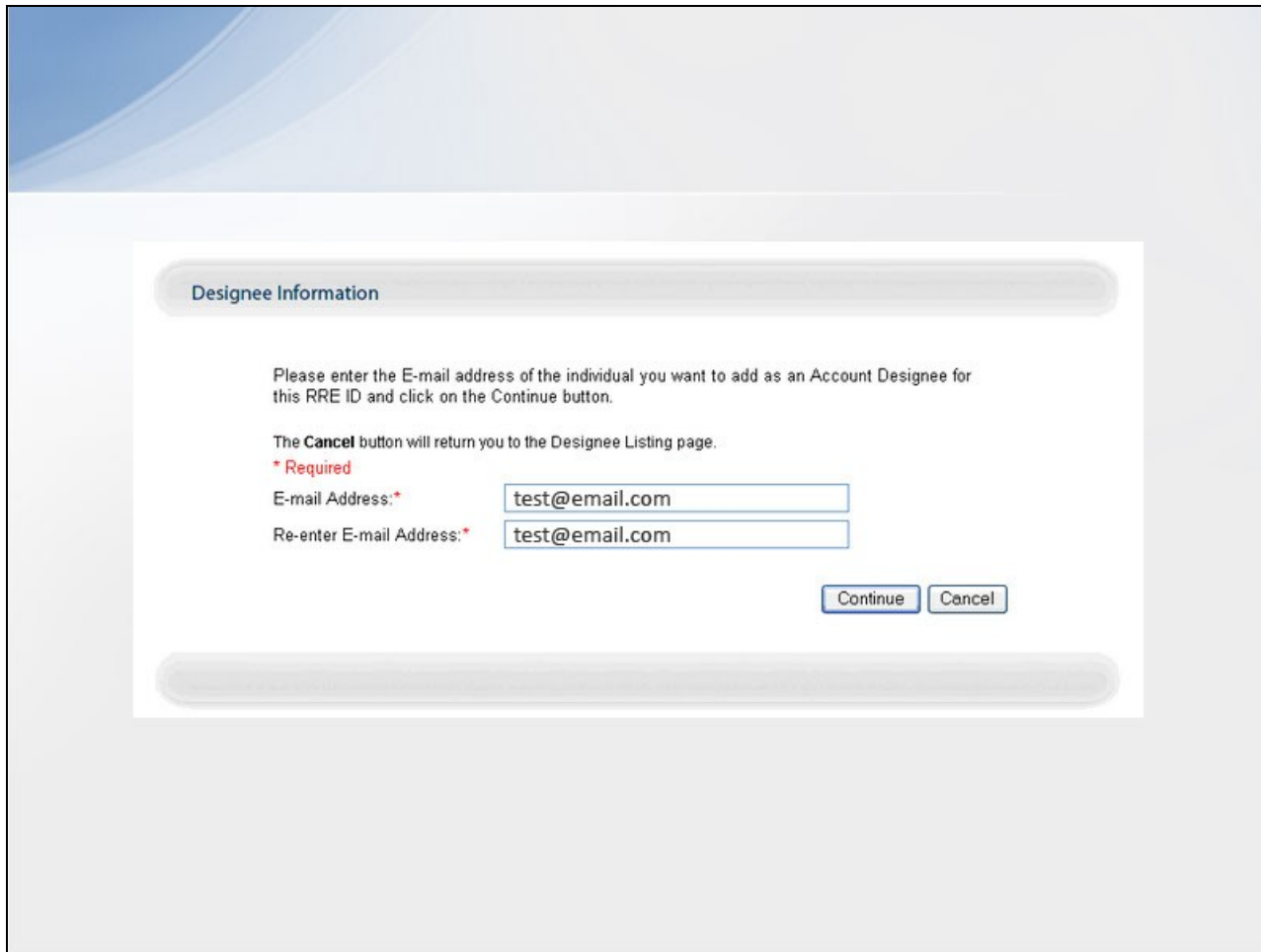
Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page displays.

Click Add a Designee.

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The screenshot shows a web form titled "Designee Information" within a light blue header. The form has a white background and contains the following elements:

- Designee Information**: A section header in a rounded rectangle.
- Instructions**: "Please enter the E-mail address of the individual you want to add as an Account Designee for this RRE ID and click on the Continue button."
- Cancel Note**: "The **Cancel** button will return you to the Designee Listing page."
- Required Field**: A red asterisk followed by the word "Required".
- E-mail Address**: A label followed by a red asterisk and a text input field containing "test@email.com".
- Re-enter E-mail Address**: A label followed by a red asterisk and a text input field containing "test@email.com".
- Buttons**: "Continue" and "Cancel" buttons at the bottom right.

Slide notes

The Designee Information page displays.

Enter and re-enter the E-mail address of the Account Designee you wish to invite and click Continue.

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Designee Information

The e-mail address that you entered has been found.

First Name:	John
Last Name:	Doe
E-mail Address:	test@email.com

Please click the 'Continue' button to submit the designee detailed above.

The designee will receive an email notifying them that they have been invited to become a designee for this RRE Account and may access the RRE information by logging into the Section 111 Mandatory Reporting Secure Website.

If you do not want to add this person to the RRE Account, click the 'Cancel' button to return to the Designee Listing.

Slide notes

The system determines that this E-mail address is associated with an existing, eligible user.

It will re-display the Designee Information page showing the First and Last Name of the user associated to the entered E-mail address.

The system will also display a message requesting the Account Manager to confirm the invited Account Designee's information.

If you do NOT want to invite the user associated with the E-mail address displayed, click Cancel to be returned to the Designee information page to re-enter information.

If you DO want to invite the user associated with the E-mail address displayed, click the Continue button to accept the Account Designee.

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Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Active
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

This re-displays the Designee Listing page.

The newly added Account Designee will be listed with an Active status.

The system then generates an invitation E-mail to the Account Designee, notifying him/her that he/she has been added as an Account Designee for this RRE ID.

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Delete an Account Designee

- Account Manager may delete Account Designee
- Removes him/her from specific RRE ID account
 - No longer has access to specific RRE ID
 - Retains access to other associated RRE ID accounts



Slide notes

An Account Manager may delete an Account Designee from an RRE ID's account on the Section 111 COBSW.

Deleting an Account Designee from a specific RRE ID account will remove him/her from the account of that RRE ID only.

Although the Account Designee will no longer have access to that specific account, he/she will retain access to any other RRE ID accounts to which they are currently associated.

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RRE Listing


This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

4 items found, displaying all items: 1

RRE ID	Name	Status	Submsn Period	Reporting Option	Actions
36167	Aetna Hlth Inc WA Corp	Setup	0	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36169	Vision Services Plan Inc OK	Setup	3	Expanded	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36184	Tesing Company	PROD	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36188	Acme 1	Setup	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>

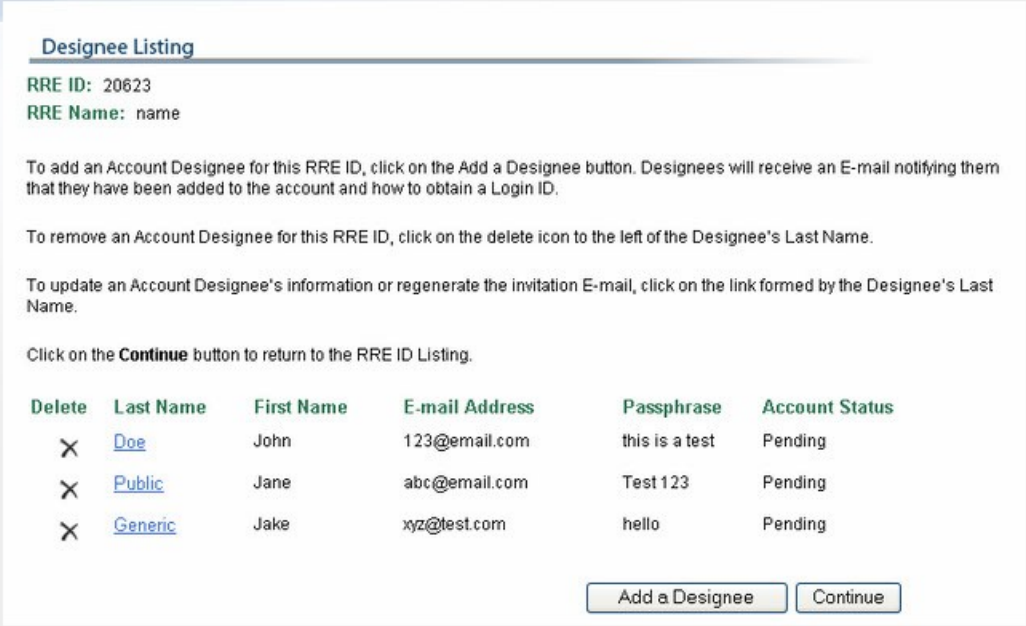
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Slide notes

From the RRE Listing page, select Designee Maintenance from the Actions drop down box for the desired RRE ID, then click Go.

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Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page displays.

Click the Delete icon (X) next to the Account Designee you wish to delete from the RRE's account.

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Designee Information

Please click the 'Continue' button to delete the designee detailed below. The designee will no longer have access to the employer's account. To cancel, click the 'Cancel' button.

First Name: Test
Last Name: Test
E-mail Address: test@test.com

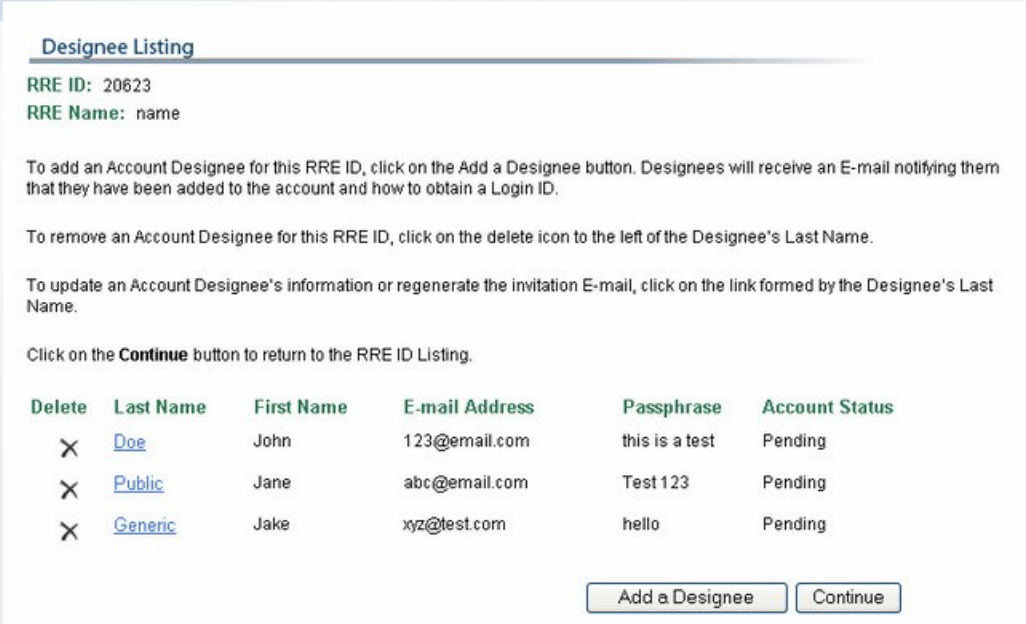
Slide notes

The Delete Account Designee Confirmation page displays.

If you do NOT want to delete the selected Account Designee, click Cancel to be returned to the Designee Listing page, which will show the Account Designee still listed.

If you DO want to delete the selected Account Designee, click Continue.

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Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The system disassociates the Account Designee from the RRE and re-displays the Designee Listing page.

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Edit Account Designee Information


- Account Manager can edit information for pending Account Designees
 - Can only view personal information on Account Designees

Slide notes


An Account Manager can edit information for Account Designees in Pending status, i.e. those Account Designees who have not yet registered.

Account Managers can only view personal information on active Account Designees, e.g., name, E-mail address and Pass Phrase.

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36169	Vision Services Plan Inc OK	Setup	3	Expanded	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36184	Tesing Company	PROD	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>
36188	Acme 1	Setup	3	Basic	<input type="text" value="Please Select"/> <input type="button" value="Go"/>

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Slide notes

From the RRE Listing page, select Designee Maintenance from the Actions drop down box for the desired RRE ID, then click Go.

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Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Johns	Robert	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page displays.

Click the Last Name of the Account Designee whose information must be updated.

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Designee Information

Please provide the following information:

* Required

First Name:*	Robert
Last Name:*	Johns
E-mail Address:*	rjohns@abc.com
Re-enter E-mail Address:*	rjohns@abc.com
Pass phrase:*	MIR2008
Re-enter Pass Phrase:*	MIR2008

☐ Check this box if another invitation email must be sent to the Designee.

Continue Cancel

Slide notes

The Designee Information page displays, with the Account Designee's personal information open for editing.

If no changes are necessary, click Cancel.

Or make the necessary changes and click Continue.

Designee Listing

RRE ID: 20623

RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
×	Johns	Robert	123@email.com	this is a test	Pending
×	Public	Jane	abc@email.com	Test 123	Pending
×	Generic	Jake	xyz@test.com	hello	Pending

Add a Designee

Continue

The Designee Listing page re-displays with the Account Designee's personal information updated.

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Regenerate Invitation E-mail

- E-mail is sent to invited Account Designee
 - Informs him/her of invitation
 - Includes link to register as Account Designee



Slide notes

When the Account Manager invites a person to be an Account Designee, an E-mail is generated and sent to the intended Account Designee informing him/her of the invitation.

The E-mail includes a token link for him/her to access the Section 111 COBSW and self-register as an Account Designee.

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Regenerate Invitation E-mail

- Account Manager can regenerate E-mail
 - Previous link will not work
 - For Account Designees in Pending status
 - Comes from cob@section111.cms.hhs.gov
- Inform Account Designee to allow E-mail

**Slide notes**

If the intended Account Designee has misplaced or deleted the invitation E-mail or if the Account Designee has not registered within 30 days, the Account Manager can regenerate the invitation E-mail allowing the intended Account Designee to self-register.

Once a new E-mail is generated, the previously-generated token link will no longer work.

Note: An invitation E-mail can only be regenerated for Account Designees in Pending status.

This E-mail will come from cob@section111.cms.hhs.gov.

Please inform your Account Designee to allow delivery of E-mails from this account.

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The screenshot shows the CMS Section 111 Mandatory Reporting web application. The header includes the CMS logo, the title "Section 111 Mandatory Reporting", and a COB logo. Navigation links include "About This Site", "CMS Links", "How To...", "Reference Materials", and "Contact Us". Below these are "Home" and "Log off" links. A "QUICK HELP" section on the right contains links for "Help About This Page" and "Submission Periods". A "Print this page" button is also present. The main content area is titled "RRE Listing" and contains instructions on how to search for and refresh the list of Responsible Reporting Identification Numbers (RRE IDs). A search bar with a "Search" button and a "Refresh RRE Listing" button is provided. Below the search bar, a table displays 4 items found, showing RRE ID, Name, Status, Submtn Period, and Reporting Option. An "Actions" dropdown menu is open for the first item, showing options like "Designee Maintenance" and "View Account Activity". A "Go" button is next to the dropdown. The footer includes a "SECURE AREA" link and "Privacy Policy | User Agreement" links.

Section 111 Mandatory Reporting

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID:

4 items found, displaying all items.1

RRE ID	Name	Status	Submtn Period	Reporting Option	Actions
36167	Aetna Hlth Inc WA Corp	Setup	0	Basic	Designee Maintenance Please Select: RRL Information File Processing Results Test File Results Upload File Designee Maintenance View Account Activity
36169	Vision Services Plan Inc OK	Setup	3	Expanded	
36184	Testing Company	PROD	3	Basic	
36188	Acme 1	Setup	3	Basic	

[Privacy Policy](#) | [User Agreement](#)

Slide notes

For the desired RRE ID, select Designee Maintenance from the Action drop down box, then click Go.

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Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

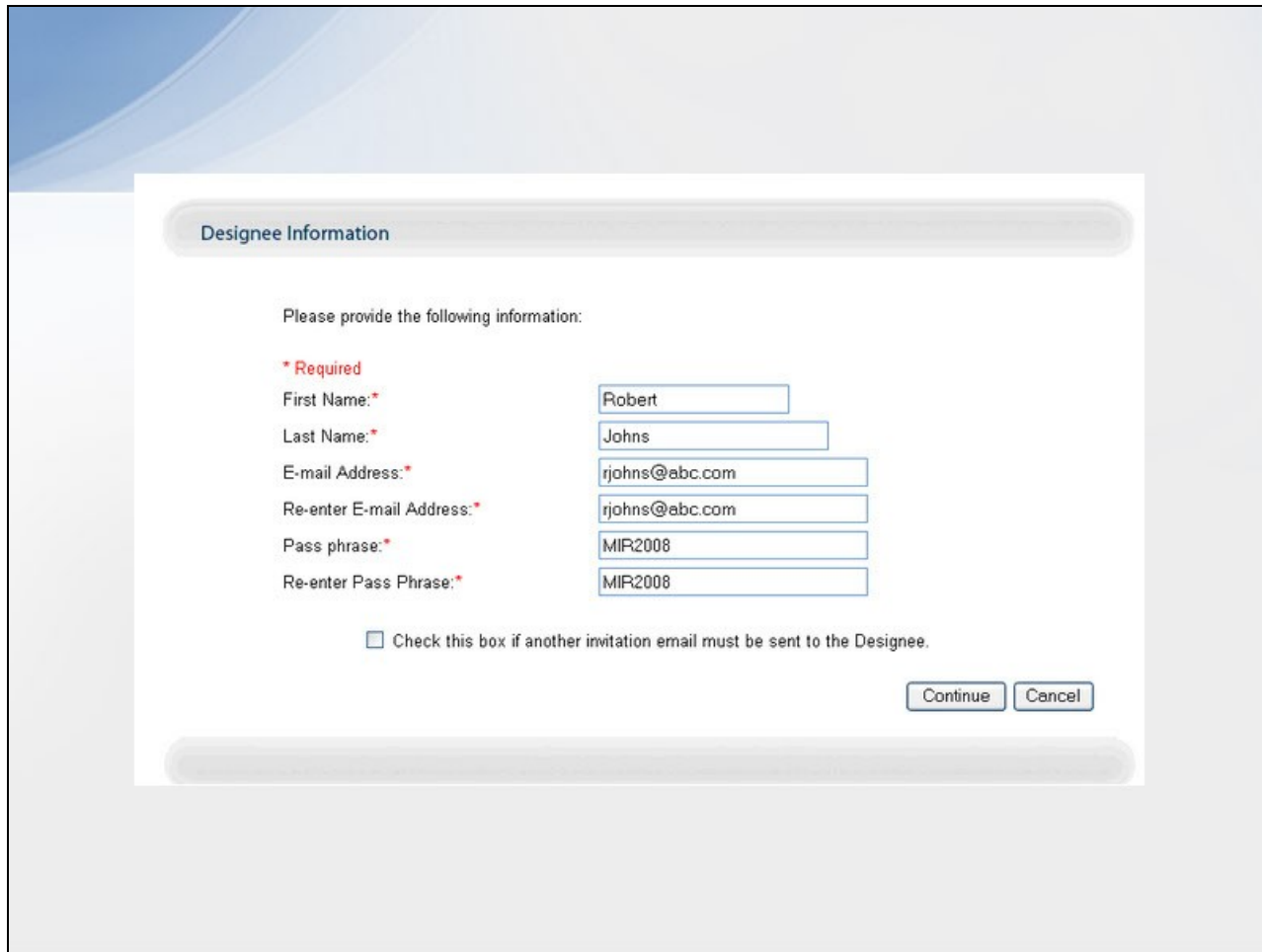
Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Johns	Robert	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page displays.

Click the Last Name of the desired Account Designee.

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The screenshot shows a web form titled "Designee Information" with a light blue header bar. Below the title, the text "Please provide the following information:" is displayed. A red asterisk and the word "Required" are positioned to the left of the form fields. The fields are arranged in two columns. The first column contains labels for "First Name:", "Last Name:", "E-mail Address:", "Re-enter E-mail Address:", "Pass phrase:", and "Re-enter Pass Phrase:". The second column contains text input boxes with the following values: "Robert", "Johns", "rjohns@abc.com", "rjohns@abc.com", "MIR2008", and "MIR2008". Below the input boxes, there is a checkbox labeled "Check this box if another invitation email must be sent to the Designee." At the bottom right of the form, there are two buttons: "Continue" and "Cancel".

Designee Information

Please provide the following information:

* Required

First Name:* Robert

Last Name:* Johns

E-mail Address:* rjohns@abc.com

Re-enter E-mail Address:* rjohns@abc.com

Pass phrase:* MIR2008

Re-enter Pass Phrase:* MIR2008

☐ Check this box if another invitation email must be sent to the Designee.

Continue Cancel

Slide notes

The Designee Information page displays.

Click the Invitation E-mail checkbox beneath the Account Designee's personal information.

Click Continue.

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Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.



Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Johns	Robert	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page displays.

The system re-generates the invitation E-mail and sends it to the E-mail address registered for the Account Designee.

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MEDICARE -
COORDINATION
OF BENEFITS

You have completed the Section 111
COBSW Designee Maintenance course.
Information in this presentation can be
referenced by using the Section 111
COBSW User Guide's table of contents
which can be accessed after logging into
the Section 111 COBSW.

Slide notes